

FACILITIES MANAGEMENT DIVISION  
WEEKLY REPORT FOR PERIOD ENDING 16 SEPTEMBER 1986

1. Events of Major Interest that have Occurred During the  
Preceding Week:

No a. The major emphasis this past week has evolved around security clearances for contractor personnel. We have completed a detailed review of contractor use of automated systems and have made a number of changes pending the upgrade of security clearances.

25X1 On 17 September, the Chief, Facilities Management Division (FMD), will make a presentation to the Wage Grade Mid-Career Course [redacted]

with photos!

25X1 c. ~~The Mail & Courier Branch, FMD~~, conducted the second weekly mail count of penalty indicia mailings during the week of 31 August through 6 September. Penalty indicia is identified as envelopes and labels bearing the Agency's return address, and also preprinted postage and "penalty for private use" logos. Based on the two designated weekly samplings, the Agency's costs for penalty indicia usage for FY86 will be

25X1 d. On 8 September, the Mail & Courier Branch, FMD, provided special courier support to the Office of Personnel. Signature cards bearing the signature of the Director of Personnel were hand-carried to the [redacted]

25X1  
25X1  
CONFIDENTIAL

CONFIDENTIAL

e. On 9 September, the Mail & Courier Branch provided special courier support to the Printing & Photography Division. Ten boxes of material were hand-carried to the

25X1  
f. Fifteen nationwide engineering firms were invited to submit their qualifications to perform an evaluation study of the Headquarters facility, with emphasis on the powerhouse and its distribution network. ~~The purpose of this task is to confirm areas of technical concern that have been identified by the Facilities Management Division (FMD) and to develop solutions.~~ Of the 15 firms solicited, nine responded. A selection panel, ~~consisting of engineering personnel from New Building Project Office and~~ evaluated and ranked all nine firms, and the top four, Gibbs and Hill, Hayes, Seay, Mattern and Mattern, NUS Corporation, and Syska and Hennessy, were invited for a presentation and interview. ~~Upon completion of the presentation and interviews, the panel reranked the firms~~ and recommended that Syska and Hennessy be approved for contract negotiations.

25X1  
g. In order to acquire adequate engineering support to upgrade the utility and operating systems in the Original Headquarters Building, Facilities Management Division invited 79 local engineering-architect firms to submit their qualifications. Of the 47 firms that responded, a panel selected nine to make a presentation and be interviewed next week. The selected firm(s) will be recommended for contract negotiations in order to perform initial studies of the anticipated work.

25X1  
h. Construction on the first third of the North lot started on 15 September. This phase calls for the removal of the parking islands, the replacement of old street lights, and asphaltting of the lot. Traffic delays and a backup at the George Washington parkway entrance gate occurred due to rerouting of traffic from the North lot. The increased traffic flow caused a mixing bowl effect on the road system directly behind the guard post. These delays and traffic backups should be eliminated as Agency employees become accustomed to the lot changes.

25X1  
i. A contract for \$12,300 was awarded to Gilles and Cotting for installation of a new security fence which will separate the Contel trailer area and the Motor Pool parking area. The work includes a new access gate into the Contel trailer area. This project was designed and funded by Facilities Management Division, OL

CONFIDENTIAL

CONFIDENTIAL

25X1

(j.) [redacted] Building experienced a power outage on 8 September at 11:00 a.m. for approximately four hours, which was due to a broken overhead line serving the facility. Facilities Management Division personnel responded to the situation and discovered that the emergency generator did not start due to an open internal connection on one of the batteries. Both batteries were replaced and generator tested, then put back in service. [redacted] *OL*

25X1

ILLEGIB

yes

(k) *or reports that* In support of the OIT Secure Grid, Contel has started conduit installation for NPCPO/OIT in the 2D and 2C corridors of the Headquarters building. With the exception of B corridor, all corridor ceilings on the second floor (approximately 11,000 square feet) will be lowered to permit the conduit installation. Allied will be tasked to install the new ceiling. [redacted]

25X1

25X1

25X1

25X1

(l) On 11 September, the Executive Dining Room management and staff prepared special foods for a cocktail retirement reception for [redacted] With the support of the Motor Pool Branch, FMD, the food, bar and staff were delivered to [redacted] to set up and serve the guests for the reception which was held from 3:00 to 5:00 p.m.

25X1

m. On 11 September, Building Services Branch (BSB), FMD, delivered 13 work benches to Central building for OTS; four work stations to LA [redacted]; and unloaded one 40-foot trailer load of metal furniture at Headquarters building to fill back orders requests.

25X1

25X1

During the week of 8 September, BSB/FMD relocated Configuration Management Staff from 3E14 to GG04 Headquarters; a 40-foot trailer load of refinished metal furniture from Lorton Prison was unloaded [redacted] for storage; a 40-foot trailer load of miscellaneous furniture was removed from East Building for turn-in [redacted] and all material in the corridors of East, South, Central, Ames, Key and Headquarters buildings were picked up for turn-in.

25X1

To assist with the above activities, Kane employees worked a total of 757 hours which included 557 hours at regular time and 200 hours at an overtime rate. [redacted]

2. No Significant Events Anticipated during the Coming Week.

25X1

[redacted] Chief  
Facilities Management Division, OL